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CITY CLERKS OFFICE
QUINCY, MASS 02169

Notice of Quincy Housing Authority Board of Commissioners' Meeting

Date: November 18, 2015

Time: 5:00 p.m.

Place: 80 Clay Street, 12th Floor, Tobin Towers, Quincy, MA 02170

The meeting location is fully accessible to persons with disabilities. Upon reasonable notice, the Authority will attempt to provide auxiliary aids which will allow persons requiring such aid to participate fully in the meeting.

- I. **Roll Call**
- II. **Pledge of Allegiance**
- III. **Minutes Approval**
 - Motion to approve the minutes of the October 21, 2015 Regular Board Meeting.
- IV. **Harborview Residents' Committee, Inc.**
- V. **Residents' Council for Elderly/Disabled Residents of the QHA**
- VI. **Administration**
- VII. **Executive Director Report/QHA Update**
- VIII. **Facilities Report/Occupancy/Maintenance/Modernization**
 - Motion to approve the Quincy Housing Authority Snow Policy as presented.
 - Motion to approve the Quincy Housing Authority Building Management Plan as presented.
 - Motion to Award a service contract for the Sprinkler System and Fire Pump Inspection and Testing to Best Automatic Sprinkler Corp. An RFP was prepared and the proposals were received on October 23, 2015 and Best Automatic Sprinkler Corp was the low bidder (See attached Proposal Tabulation). The contract is for a period of two (2) years starting January 1, 2016.
 - Motion to Award a contract to supply paint and painting supplies to QHA to the low bidder _____ An RFQ was prepared and the proposals are due on November 16, 2015. The contract is for one (1) year starting January 1, 2016.
 - Motion to Award a construction contract for the Envelope & Accessibility Renovations at Building 11 at the West Acres Development 705-2 FISH # 243128 to Alpha Contracting Associates Inc. in the amount of \$1,002,000. The contract includes the Base Bid of \$976,000. And Alternate #1 for \$26,000. The General Bids were opened on October 29, 2015, at 2:00 pm, there were six (6) bidders and Alpha Contracting was the low bidder with a Base Bid of \$976,000. (See attached Bid Tabulation). The design architect Nault Architects Inc. checked the references of Alpha Contracting and recommends awarding the contract. The source of funds for this award is DHCD Formula Funding

- Motion to approve Change Order #3 to the April 10, 2013 contract with Aurora Electric, Inc., for QHA Job #2012-56/DHCD FISH #243111, Crowley Court Fire Alarm System at 667-1 Crowley Court Development. Change Order #3 will increase the contract by \$32,725.45 from \$196,800.00 to \$229,525.45, with no increase in contract days, subject to DHCD approval.

IX. Report on Public Housing

- Motion to authorize the Executive Director to execute a lease with Work, Inc. for the property located at 215 Safford Street, Quincy (689-1) for a term of five years using the DDS vendor lease as the standard form, with an initial monthly rent of \$2,000, subject to DHCD approval.
- Motion to authorize the Executive Director to execute a lease with Work, Inc., for the property located at 93 Curtis Avenue, Quincy (689-4) for a term of five years using the DDS vendor lease as the standard form, with an initial monthly rent of \$1,500, subject to DHCD approval.
- Motion to authorize the Executive Director to extend the lease with South Shore Mental Health for the property located at 75 South Street, Quincy (689-3) for a term of one year using the DMH vendor lease as the standard form, with a monthly rent of \$1,993, subject to DHCD approval.
- Motion to authorize the Executive Director to extend the lease with South Shore Mental Health for the property located at 269 Water Street, Quincy (689-2) for a term of one year using the DMH vendor lease as the standard form, with a monthly rent of \$2,900, subject to DHCD approval.

X. Section 8 Leased Housing Report

XI. Financial Report/Review of financial statements

- Motion to add one full time Rental Assistance HAP Specialist to the Leased Housing Budget at a salary of \$46,408, with a \$1,500.00 increase after one year.

XII. Adjournment